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**Job description**

**Job Title:** Residential Childcare officer

**Responsible to:** Principal/Head of Care/Senior Residential Childcare Officer

##### Purpose of Job

To be part of a team offering a comprehensive residential service to children and young people to ensure the physical, social and emotional care and development of the young residents.

**Key Tasks**

* To carry out duties in line with Wishmore Cross Academy policies and procedures.
* To act as a link worker to specific children and young people.
* To promote structure, boundaries and domestic routines within the residential unit.
* Work in line with the young people’s care and placement plans.
* To help young people develop their emotional, intellectual, social, creative and physical skills by supporting the provision of an accessible and stimulating environment.
* To work in accordance with the National Minimum Care Standards for Residential Schools and co-operate with any inspection process.
* Provide a positive role model for the young people, presenting yourself in a highly professional manner.
* Work in partnership with other agencies to the benefit of the young people.
* Participate in, and complete reports for, statutory reviews and meetings concerning the young people.
* Undertake relevant training programmes as required by the National Minimum Care Standards.
* Complete and maintain administrative records as required by the residential unit.
* Provide and participate in leisure activities in line with the care and placement plans of the young people.
* Develop and maintain professional working relationships with colleagues, children and families.
* Attend and participate in supervision and staff meetings as required in the National Minimum Care Standards.
* Work in partnership with colleagues and other professional to meet the social, emotional, educational, health and mental health needs of young people.

**General**

* To ensure the living environment is maintained to a high standard and report maintenance issues promptly.
* To understand and apply Academy policies in relation to health, safety and welfare.
* To undertake and comply with Crisis Prevention Institute for the Managing Actual and Potential Aggression (MAPA) training and to be able to carry out restraint techniques on male pupils aged 11 to 16 in line with the criteria of the training
* Full Driving Licence and willing to drive the Academy minibus/car following appropriate testing.
* To attend relevant training and take responsibility for own development.
* To respect confidentiality at all times.
* Ensure all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post.  It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment.  It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

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| **Criteria** | **Detail** | **Standard** | **E/D** |
| **Qualifications & Experience** | **Specific qualifications & experience** | To hold or be willing to work towards achieving NVQ Level 3 Caring for children & young people. | E |
|  | **Literacy and Numeracy** | GCSE Grade C or above, English and Maths | D |
|  |  | Full driving licence | E |
| **Communication** | **Technology** | Knowledge of basic ICT to support learning | E |
|  | **Written** | Ability to write basic reports | E |
|  | **Verbal** | Ability to use clear language to communicate information unambiguously | E |
| **Working with children** | **SEN** | Ability to understand and support children with developmental difficulty or disability | E |
|  | **Behaviour Management** | Understand and implement the Academy’s behaviour management policy | E |
|  | **Health and Well Being** | Understand and support the importance of physical and emotional wellbeing | E |
| **Working with others** | **Working with partners** | Ability to make a proactive contribution to the work of the team supporting children, their families and carers  Ability to work with parents and carers to improve support for children | E  D |
|  | **Relationships** | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults | E |
|  | **Team work** | Ability to work effectively with a range of adults | E |
|  | **Information** | Know when, how and with whom to share information | E |
| **Responsibilities** | **Organisational skills** | Good organisational skills  Ability to remain calm under pressure  To be flexible  Follow instructions accurately  Use own initiative and work independently | D  E  E  E  D |
|  | **Time Management** | Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances, situations | E  E |
|  | **Creativity** | Demonstrate creativity and an ability to resolve problems independently | D |
| **General** | **Equalities** | Awareness of and promotion of equality | D |
|  | **Health & Safety** | Good understanding of Health & Safety | D |
|  | **Child Protection** | Good understanding and effective implementation of child protection procedures | D |
|  | **Confidentiality/Data Protection** | Understand procedures and legislation relating to confidentiality | D |
|  | **CPD** | Demonstrate a clear commitment to develop and learn in the role  Constantly improve own practice/knowledge through self-evaluation and learning from others | E  E |